

**FUNERAL DIRECTORS EXAMINING BOARD
MEETING MINUTES
NOVEMBER 17, 2015**

PRESENT: Thomas Bradley, Eric Lengell, Marla Michaelis, Marc Eernisse (*via GoToMeeting, excused from the meeting at 11:41a.m.*), Dean Stensberg

EXCUSED: Kristen Piehl

STAFF: Brittany Lewin, Executive Director; Nilajah Hardin, Bureau Assistant and other Department Staff

Thomas Bradley, Chair, called the meeting to order at 9:33 A.M. A quorum of five (5) members was confirmed.

ADOPTION OF AGENDA

Amendments to the Agenda:

- *Under Item K. Deliberation of Items Added After Preparation of the Agenda: add "Proposed Stipulation, Final Decision and Order in the matter of DLSC case numbers 13 FDR 021 and 14 FDR 007 – Perry J. Jacobs, Jacobs Funeral Homes, Inc. and Jacobs-Lundholm Funeral Home."*

MOTION: Eric Lengell moved, seconded by Marc Eernisse, to adopt the agenda as amended. Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: Marla Michaelis moved, seconded by Dean Stensberg, to approve the minutes of August 4, 2015 as published. Motion carried unanimously.

LEGISLATION AND RULE MATTERS

Proposals for Amending FD 1, 4 Relating to Applications, Exams, Renewals, and Approved Continuing Education Courses

MOTION: Dean Stensberg moved, seconded by Marc Eernisse, to request DSPS staff draft a Scope Statement amending FD 4 relating to Continuing Education. Motion carried unanimously.

MOTION: Marla Michaelis moved, seconded by Eric Lengell, to authorize the Chair to approve the preliminary rule draft of FD 1, 4 relating to Applications, Exams, Renewals, and Approved Continuing Education Courses for posting of economic impact comments and submission to the Clearinghouse. Motion carried unanimously.

CLOSED SESSION

MOTION: Eric Lengell moved, seconded by Marla Michaelis, to convene to closed session to deliberate on cases following hearing (s.19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85 (1)(b), Stats.); to consider closing disciplinary investigation with administrative warning (s. 19.85(1)(b), Stats. and 440.205, Stats.); to consider individual histories or disciplinary data (s. 19.85(1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.). Thomas Bradley, Chair, read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Thomas Bradley – yes; Marc Eernisse – yes; Eric Lengell – yes; and Marla Michaelis – yes; Dean Stensberg – yes. Motion carried unanimously.

The Board convened into Closed Session at 11:16 A.M.

RECONVENE TO OPEN SESSION

MOTION: Dean Stensberg moved, seconded by Marla Michaelis, to reconvene in Open Session at 12:13 P.M. Motion carried unanimously.

VOTING ON ITEMS CONSIDERED OR DELIBERATED ON IN CLOSED SESSION

MOTION: Dean Stensberg moved, seconded by Eric Lengell to affirm all motions made in closed session. Motion carried unanimously.

ADMINISTRATIVE WARNING

14 FDR 012 – J.J.O.

MOTION: Dean Stensberg moved, seconded by Marc Eernisse, to issue an Administrative Warning in the matter of DLSC case number 14 FDR 012 (J.J.O.). Motion carried unanimously.

CASE CLOSING

14 FDR 012 – O.F.H.

MOTION: Dean Stensberg moved, seconded by Marla Michaelis, to close DLSC case number 14 FDR 012, against O.F.H., for Prosecutorial Discretion (P7). Motion carried unanimously.

PROPOSED STIPULATION, FINAL DECISION, AND ORDER

Marc Eernisse was excused from the meeting at 11:41 a.m.

13 FDR 021 and 14 FDR 007 – Perry J. Jacobs, Jacobs Funeral Homes, Inc., and Jacobs-Lundholm Funeral Home

MOTION: Marla Michaelis moved, seconded by Eric Lengell, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Perry J. Jacobs, Jacobs Funeral Homes, Inc., and Jacobs-Lundholm Funeral Home, DLSC case numbers 13 FDR 021 and 14 FDR 007. Motion carried unanimously.

ADJOURNMENT

MOTION: Dean Stensberg moved, seconded by Marla Michaelis, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 12:15 P.M.